

Susan Handy

S C H O O L O F D A N C E



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Eton Windsor Datchet Ickenham Richmond

Data Protection Policy

Who is holding your information?

The information you have given to us is kept by Susan Handy, Principal, with all relevant information (such as names, emergency phone numbers and medical issues) – it is also accessible to the class teachers where appropriate and to the office staff. We do not permit copying or sharing by our staff and this is strictly monitored.

Where do we get data from?

We only hold data provided to us by you with all initial information being collected on the registration form when each student registers for classes at Susan Handy Dance. We also will amend data that is emailed to us by you. We only keep data that is necessary to run the dance school in an efficient manner.

Where is your data stored?

Susan Handy Dance uses a database called RADAR – it is a specific database and only accessed by the office – it is NOT an internet based programme and therefore is extremely safe.

Do we share your data? We never sell data we hold. Your information/advice is held in the strictest confidence. Our teachers are aware that confidentiality is paramount and any sharing of data is a breach of data regulations. To take part in exams and performances we do send personal data to the organising body and local child protection agency to adhere to the local regulations. We also reserve the right to share information if we suspect a safeguarding issue.

How long do we retain your data?

We will keep and update records for as long as your child dances at Susan Handy Dance. We can either delete your data or it stays archived in our databases in case your child or you ever rejoin classes.

Want to see what we hold on you?

Under the new regulations, you have the right to know what information we hold on you, please send an email to office@susanhandydance.co.uk and we can send you details. If you believe we have information that is out of date or wrong, please let us know and we will amend it.